

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Skilled Trades Technician		
<b>Job Code:</b>	ST5340	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	0709/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Leads and participates in the work of skilled and semi-skilled workers for assigned projects and responsibilities. Participates in the maintenance, repair, renovation, new construction and installation of equipment at City facilities. Ensures work quality and adherence to established policies and procedures.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Leads craft personnel and performs skilled work related to area of expertise, which may include work within one or more of the following trades: plumbing, electrical, electronics, carpentry (including cabinetry work, painting, mechanical, HVAC, concrete finishing, welding and/or roofing.
2. Conducts complex technical and skilled tasks related to assigned projects. Provides technical guidance to lower level skilled and maintenance workers. Assists in training lower level staff on proper techniques and procedures within assigned trades area. Monitors and coordinates work of lower level staff.
3. Assists supervisory staff with scheduling planning projects and maintenance activities for assigned trades area. Recommends appropriate resources to use for projects and activities and identifies resource needs.
4. Maintains equipment and supplies used for trades work. Performs preventative maintenance on tools, supplies and equipment.
5. Reviews drawings, diagrams, specifications and work orders. Creates and updates drawings, diagrams and specifications. Maintains repair and maintenance logs for equipment and facilities. Records work orders when projects and maintenance activities are completed.
6. Requisitions parts, supplies and services. Contacts vendors to assess availability of supplies, parts and equipment.
7. Works with contractor to complete projects and assignments. Identifies work to be completed for contractors.
8. Identifies construction, maintenance and repair needs for facilities and equipment assigned. Performs identified work as appropriate. Reports needed maintenance and repair to appropriate supervisory staff.

9. When assigned to Public Events may also be required to open and secure buildings. Checks with patrons concerning room temperature. Ensures hockey ice making equipment is operating.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and procedures for training and monitoring staff.
  - Mathematics and applicable formulas.
  - Pertinent federal, state and City laws, codes and regulations.
  - City requisition process.
- **Skill in:**
  - Making sound decisions and using good judgment.
  - Prioritizing work activities.
  - Demonstrating intellectual capabilities.
- **Ability to:**
  - Work at considerable heights and work from ladders or scaffolding.
  - Operate and repair mechanical equipment and carpentry, electrical, HVAC, plumbing, roofing, and painting tools.
  - Monitor, train and review the work of lower-level staff.
  - Interpret and explain City policies and procedures.
  - Read drawings and schematics.
  - Prepare clear and concise reports.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED supplemented by specialized training in assigned trade and four years of related skilled trades experience, including one year of lead supervisory experience

## **OTHER REQUIREMENTS**

Valid Texas Commercial Driver's License.

Appropriate certifications related to field. Master Electrician, Plumber's license, or Mechanical license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.